

# Local Tour Permits

Local Tour Permits must be filed at the Council Service Center at least **TWO (2)** weeks in advance of the trip.

Permits filed **72 hours** prior to your event will be filed - but **not** processed.

Local Tour Permits are **required** for the following trips:

- Any trip outside of the Heart of America Council territory, but less than 500 miles
- Any overnight activity of 500 miles or less
- Trips of 500 miles or less that include aquatic activities (boating, swimming, canoeing)
- Trips to facilities that require a Local Tour Permit, such as military bases.

Local Tour Permits **are not required** for the following trips:

- Day trips within the Heart of America Council boundaries, **except** for aquatic activities. Units must still meet all current Local Tour Permit requirements for vehicle insurance, transportation and appropriately trained leadership. This is why we **suggest** using the Local Tour Permit as a planning guide, even if a Local Tour Permit is **not required to be filed** with the Council Service Center.
- The Local Tour Permit process documents that proper planning has been completed for an event or activity, and includes leadership that has been appropriately trained.
- When units have **pre-registered** to attend a Heart of America Council or district event (Camporees, Summer Camp, Day Camp, Webelos Camp, etc.) a Local Tour Permit is **not** be required.
- If you are attending the Bartle Scout Reservation or the Naish Scout Reservation on the off season a **Short Term Reservation form** is **REQUIRED** to be filed with the camp office **two** weeks in advance. You **do not need** a Local Tour Permit because you have pre-registered.

If you answer yes to any of these questions, a Local Tour Permits is most likely required:

- Will your unit be canoeing/swimming?
- Will your unit be camping overnight?
- Will your unit travel outside of council boundaries?

## National Local Tour Permit

National Local Tour Permit (#4419C) is required for any trip of 500 miles or more one way, and must be submitted to the Council Service Center at **least FOUR (4) weeks** in advance of the trip. After we process National Local Tour Permits in our office, we must mail them to the Regional Office for processing. They will mail you your permit. They will not allow us to fax permits to them.

## Other Resources

*Tours and Expeditions (#33737C)*, *Guide to Safe Scouting (#34416D)* and *Age Appropriate Guide to Scouting Activities (#18-260)* are excellent publications at the BSA, which explain the approved methods for planning and conducting safe Scouting activities.